

HISTORIC PRESERVATION PROGRAM MANAGER

DEFINITION: Under general direction, performs work of considerable difficulty in managing the Navajo Nation's historic preservation program; plans recording projects of properties that have been identified as having historical significance; positions assigned to this classification apply architectural knowledge as an adjunct to the paramount professional archeological knowledge; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees historic properties inventory and consultation process of projects concerning the rehabilitation and preservation of historic structures, properties and landscapes; monitors contract agreements and historic preservation plans per project; documents and assesses the current state of a structure's architectural stability and significance; identifies, evaluates and nominates historical properties to the National Register of Historic Places; monitors and evaluates cultural resources management activities to ensure compliance with governing historic regulations and guidelines; applies Navajo traditional beliefs when integration of planning, protection, preservation and conservation of historic properties is mixed with cultural belief; establishes priorities for overall program.

Assures program objectives are in compliance with department and/or division goals and objectives; develops and improves existing policies pertaining to the preservation of historic properties; oversees compliance with budgetary limitations; provides accounting and expenditure control for program budget; where major policy changes are necessary in responding to budget appropriation or legislated changes consults with department manager; represents program and department on behalf of the Navajo Nation; interacts with outside organizations and the public.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of program management, strategic planning, program analysis and performance measures, accounting, procurement, purchasing and contracting activities.

Knowledge of federal laws and regulations that pertain to the preservation of historic properties.

Knowledge of architectural concepts and practices to serve as the primary staff specialist for the rehabilitation, preservation and adaptive use of historic structures.

Knowledge of historical conservation methods applicable to architectural problems associated with historic structures.

Knowledge of related field activity associated with the conservation of historic structures.

Knowledge of Navajo traditional cultures and beliefs.

Knowledge of automated information systems and applicable software.

Skill in interpreting federal laws and regulations as they pertain to historic preservation and the archaeology profession.

Skill in investigating, identifying and evaluating historic properties and archaeological deposits.

Skill in planning and supervising preservation activities related to historic properties.

Skill in supervising, training, evaluating, and coordinating the activities of subordinate staff.

Skill in applying Navajo traditional beliefs in the preservation of historic properties.

Skill in using automated information systems and programs to analyze cultural data and maintain historic property databases.

Skill in using survey and drafting equipment and archaeological tools.

THE NAVAJO NATION

Class Code: 3626
Professional and Technical Series
Historic Preservation Group
Overtime Code: Exempt
Pay Grade: 67

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: There is occasional need to stand, stoop, walk, and perform other similar actions during the course of the workday.

MINIMUM QUALIFICATIONS: A Master's degree in Historic Preservation, Architectural History or a closely related field; and three (3) years of historic preservation management experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Navajo Nation, some incumbents of this class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment.